



COURTS on-line Electronic Filing
Helpful Hints memo 1
Date: August 15, 2003

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Data entry advice for completing the CP and Answer templates

CLAIM PETITIONS

1. If you are searching for a carrier, self-insurer or a governmental entity in the carrier field and you cannot find it, please search again using the “contains’ drop-down selection. You may also consider modifying your search query. For example, instead of searching for the “Bureau of Risk Management”, you may want to just search for “Bureau”; instead of searching for “A.B.C. Insurance”, try searching for “ABC Insurance” or “A B C Insurance” or just simply “ABC”.
2. In the case where the respondent is a self-insured company, you must search for that self-insurer from our table to populate the carrier section. If you cannot find the company and if you’ve exhausted all the search options, you should then select “**unlisted**”. Once you’re back in the CP template, you should then type in the name of the self-insurer and their address. Please do not type in “**self**” as our system does not recognize this.
3. In either the petitioner or respondent section, if you cannot find the zip code – municipality combination from our table or if you get an error upon saving the CP form, please confirm your zip code by going to the US Postal service website. (<http://www.usps.gov>) and then clicking on the “Find the Zip Code” link at the top left. You can type in the full address on this page and the USPS will provide you with all the valid zip codes for that address. If the zip code-combination you were searching for is found at the US Postal Service website, you will need to contact the Division at (609) 984-2566, (609) 777-1926 or you can e-mail courts@dol.state.nj.us. Please provide us with the complete mailing address. Save the document you are working on until you hear from us.

We will confirm the data and make the updates to our city/zip code table if warranted. After the entry has been added to the table, you will be able to continue with the filing.

ANSWERS:

4. We have found that some answers have been incorrectly filed by a law firm for the wrong carrier. It is important to always check the carrier field in the template to make sure your carrier is properly listed. If your carrier name does not appear here, click on the link called “Select another carrier”. If it is a multi-party case, your carrier may appear in this list. Simply click on the name and your carrier will be pre-filled on the Answer template. If you cannot find your carrier name in the list, hit the Search button and search for your carrier and after you find it, add it to the case.
5. Data fields #12 and 13: *Date Stopped Work* and *Date Returned to Work*
These fields require the data to be in a date format. If your firm typically uses TBS (for to be supplied) or NCLT (no compensable lost time), keep these fields blank and use the free form space under “Other pertinent information”.

Note – we are reviewing the possibility of changing the edits on these fields so that you could enter in NCLT or TBS in addition to providing dates.

6. Date field #17 *Permanent Disability Paid or Being Paid*.
There is a field missing after the % disability, which corresponds to part of body. This error in the form will be corrected. In the interim, you can simply omit the body part. Alternatively, you can provide the complete information in the “Other Pertinent Information” space or in the “full page free text space”.

CLAIM PETITION & ANSWERS:

7. **Use of punctuation or abbreviation:**

To ensure that the data is consistent in appearance throughout our system, we ask that you follow these guidelines when data entering information into the e-filing forms:

General Punctuation:

- Do not use periods, commas or dashes.
- Use “&” in place of “and”

Abbreviations:

	Abbreviation		Abbreviation
Street	ST	Insurance Company	INS CO
Road	RD	Company	CO
Route	RT OR RTE	Incorporated	INC
Avenue	AVE		
Boulevard	BLVD		
Drive	DR		
Lane	LN		
Court	CT		
Building	BLDG		
P.O. Box	PO BOX		

For assistance with COURTS on-line Electronic Filing, please contact:

(609) 984-2566 (609) 777-1926 609) 777-4921
e-mail : courts@dol.state.nj.us.